

# WATCHUNG BOROUGH SCHOOL DISTRICT

## STIPEND RESPONSIBILITIES

**TITLE:** HEALTH SERVICES COORDINATOR, Annual Stipend Position

**REPORTS TO:** Director of Special Services

**QUALIFICATIONS:**

1. New Jersey School Nurse Certificate
2. Demonstrated expertise in school health nursing practices
3. Knowledge of child growth and development, community and family dynamics, current health issues; and wellness education
4. Knowledge of community health and social services resources and ability to communicate effectively with non-school health professionals and social service agencies

**JOB GOAL:** To coordinate and monitor the district's health services and to serve as the district's main point of contact for local, county, state, and federal health officials.

**PERFORMANCE RESPONSIBILITIES:**

1. Track, analyze, and implement new or updated public health guidelines in coordination with the school physician, local health official, the NJ Department of Health, and the NJ Department of Education and other district stakeholders as necessary for both students and staff.
2. Evaluate services in the school health program to plan for more comprehensive services for students, families, and staff as necessary
3. Assist in the formulation of the district's wellness and health program, which may include nutrition services, health services, health and safe school environment, counseling and mental health services, staff wellness promotion, parent and community engagement, physical education, and health education.
4. Maintain and implement the documentation requirements for all state and federally mandated student health records including physical examinations and immunizations required by law; coordinate activities related to student health as needed.
5. Complete OSHA reports; maintain records and injury reports associated with Worker's Compensation Insurance for district employees; assure completion of annual reports for the state Department of Education regarding health services; maintain record keeping systems.
6. Employ strategies to encourage families to provide for periodic health examinations of their children by utilizing services of private physicians, dentists, and clinics; develop and manage a process to notify parents and students for needed immunizations and tests as required.
7. Supervise the reporting of any known or suspected communicable disease cases to the local health department.
8. Serve as Watchung Borough School District's primary liaison with the CDRSS, local health official, and assigned Covid testing vendor to monitor positive test results for students and staff.
9. Coordinate activities of service providers with other services in the school district; communicate with the county health department, local health official, school system, and other community resources and agencies to develop improved systems of early case findings.
10. Coordinate vaccine clinics in conjunction with the superintendent, school physician, local health official, or NJ Department of Health.

11. Maintain Covid vaccine status as required by the NJ Department of Education and the NJ Department of Health.
12. Performs such other appropriate duties as required under law or as may be assigned by the superintendent or designee.

**TERMS OF**

**EMPLOYMENT:** As set forth in the stipend agreement between the Board and the health services coordinator.

**EVALUATION:** Annual in accordance with Board policy

**APPROVED:** **Approved December 9, 2021**